



PRIFYSGOL

ABERYSTWYTH
UNIVERSITY

CLAIM FOR TRAVEL EXPENSES for students living in University Seafront Residences/private accommodation in the affected area due to inclement weather to another, unaffected, part of the UK on Thursday 30 January 2014 or Friday 31 January 2014 only.

STUDENT NAME			TERM TIME ADDRESS:		
STUDENT NUMBER					
EMAIL					
Dates of Travel:			Please give full details and attach supporting documents		Summary £
Travelled: From: ABERYSTWYTH To:			Mileage Mileage @ 0.20 p		
			Public Transport / Fuel		
Declaration I declare that the total claimed has been incurred by me solely in the course of travelling due to inclement weather to another, unaffected, part of the UK on Thursday 30 January 2014 or Friday 31 January 2014 and is in line with Aberystwyth University Policy. I confirm that I have not claimed any of these expenses before and will not claim them from any other source. I hereby claim reimbursement. Signed : Dated : _____					
			TOTAL EXPENSES CLAIMED		
			Bank Name: Account Name: Account Number Sort Code: <u>Original</u> receipts should accompany this claim to verify the authenticity of all expenditure detailed upon this claim form.		
Authorisation This claim is correct and in order for payment Signed: _____ Dated :					
Charge Code			Supplier Ref.		
Account	Work order	Product	£		

